



LAMPTON-LOVE, INC.

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Date: December 28, 2007
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – January 2008

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach this form, fill out and mail or fax a copy to Polly Cox. Please keep the original for your records.**

Note: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of January 2008. You may add topics, **but please document the following topics:**

1. Brief News Briefs!!! (2 pages)
2. General Safety Practices (3 pages)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store all of your "2008 Monthly Safety Meetings"!!! This material may be referred to or used to train new employees. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart.... Be Safe and Be Courteous!!!

Gene Maddox
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Lampton-Love, Inc.
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PROPANE
EXCEPTIONAL ENERGY

BRIEF NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Binders for your 2008 Safety Meetings were mailed on December 28, 2007.

Department of Homeland Security Update

With the help of Polly Cox, Rusty Easterling, Jerry Jerdine (from Ergon) and each branch supplying us with the information that was needed, we have successfully submitted the bulk CSAT User Registration and the CSAT Top-Screen Data to the Department of Homeland Security on all bulk plants. Now that the information has been submitted we are waiting for the DHS to tell us what our next step will be. Thanks again for all your help.

The Hazards of Night Driving

As time changes and winter settles in, the days are getting shorter and the nights are growing longer. This means that drivers will be expected to do more night driving. Night driving comes with a considerable list of hazards, the main one being limited visibility.

Difficulty seeing hazards. Due to the limited range of headlights, drivers lose the ability to see to the horizon. Because of this drivers, need to be extra alert and make sure their speed matches their visibility.

Low beam headlights provide a driver with roughly 250 to 350 feet of visibility. Of course, dirty headlights will cause this to be reduced. At 55 miles per hour (a slow highway speed by modern standards) the driver will cover 250 feet in a little over three seconds and 350 feet in a little over four seconds. At best, this means the driver has four seconds of visibility.

The other problem is that it will take roughly 300 to 360 feet to safely stop the truck at that speed. To sum it up, the driver will need to be on the brakes immediately if a hazard appears at the edge of the low-beam visibility range.

This leads to a key point about night driving. If the driver with low-beam headlights on at night, and there is no other light available, the driver is “overdriving” his/her headlights.

To try to improve this, drivers need to drive with their high-beam headlights on as much as possible. High-beams can give the driver as much as 400 to 500 feet of visibility. While this is still not ideal, it is a significant improvement!

Take Care if all those Lights! On top of not seeing hazards well, it could get more difficult for others to see the driver’s truck. At night is when all the extra lights on the truck become important. The conspicuity tape, clearance lights, and other marker lights are on the vehicle to assist other motorists in recognizing the size and outline of the vehicle.

The clearance lights (the ones on the “corners” of the truck) alert others to the overall size of the vehicle. The identification markers (the set of three lights on the front and rear) alert other traffic to the fact that the vehicle is a large vehicle (over 80 inches wide). The side markers provide traffic the ability to recognize the length of the vehicle when looking at it from the side.

If any of these lights are not functioning or dirty other traffic will not be able to recognize the full dimensions of the vehicle. This could lead to another driver running into the truck believing that they were going to miss it.

A Long Night Equals Tired Eyes. Fatigue can become an issue during night driving for two main reasons. First, the driver has to remain extra alert for hazards, concentrating on what is coming and going around the vehicle. Trying to concentrate on traffic with the constantly changing light situation can lead to eye strain and fatigue. Second, the driver is trying to drive at a time when the human body was designed to rest.

Being Successful at Night Driving. To be successful at night driving a driver will need to have adequate rest in advance, be willing to take “stretch breaks” to avoid the onset of fatigue, keep lights clean and working, and operate the vehicle at a speed that visibility can be maintained and accidents avoided!

Protect Yourself

Cold and flu season is upon us. A few simple actions can greatly reduce your chances of getting a cold or the flu and help prevent your family, friends, and coworkers from becoming sick as well.

1. Get a Flu Shot. The single best way to protect against the flu is to get vaccinated each year. October or November is the best time to get vaccinated, but you can still get vaccinated in December and later. Flu season can begin as early as October and last as late as May. And don't worry, you can't get the flu from a flu shot; the viruses in the shots are dead, not alive.
2. Wash your Hands Often. Wash hands regularly with soap and clean running water (warm if possible) for 20 seconds. If soap and water is not available, use alcohol-based gels and wipes. Rub the gel until it's dry.
3. Avoid Touching your Eyes, Nose and Mouth. These are major points of entry for all kinds of germs, particularly those that cause colds and the flu.
4. Avoid Close Contact with People who are Sick.
5. Practice other Good Health Habits. To keep your immune system as strong as possible, get plenty of sleep, eat nutritious food, drink plenty of water and other fluids, and learn how to manage stress.
6. Cover your Nose and Mouth when you Sneeze or Cough.
7. Stay Home. If you're sick, stay home, particularly if you are running a fever or sneezing and coughing a lot.

January 2008 Safety Meeting

General Safety Practices

The cooperation of every employee is necessary to make our organization a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor. Give earnest consideration to the rules of safety presented to you by posters, signs, safety meetings, and governmental regulations. Always think of safety as you perform your job, or as you learn a new one.

Any injury at work – no matter how small – must be reported immediately to your supervisor. Serious medical problems can arise from even small injuries if they are not cared for at once.

To ensure your safety, and that of your co-workers, observe and obey the rules and guidelines appropriate to your job duties; these rules generally are:

- Observe and practice the safety procedures established for your job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his own injury or someone else's like removing foreign particles from someone else's eye.
- Be careful not to move injured employees, keep them quiet and warm while awaiting professional response. Make sure they have an unobstructed airway.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, hearing protection and gloves, etc.
- Keep your work area clean.
- Observe "no smoking" and other safety/operational signs.
- Shut down and lockout/tagout machinery before cleaning, repairing, or leaving it.
- While operating a motor vehicle, do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines and equipment until you have been properly instructed and authorized to do so by your supervisor.

- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any unsafe condition or acts to your supervisor.
- Help to prevent accidents.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- Lift properly – use your legs, not your back. For heavier loads, ask for assistance or use mechanical lifting aids.
- Do not adjust, clean, or oil moving machinery unless you are trained to do so.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.

If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lightings
- Poorly lighted passages and walkways
- Loose handrails or guard rails
- Dangerously piled supplies or equipment
- Open doors on electrical panels
- Leaks of water, propane, oil, or other liquids
- Blocked aisles
- Blocked fire extinguishers
- Evidence of any equipment running hot or overheating
- Oil rags
- Evidence of smoking in non-smoking areas

- Directional or warning signs not in place
- Safety devices not operating properly or have been deactivated
- Machine, power transmission, or drive guard missing, damaged, loose or improperly placed

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in proper receptacles. Stock shelves carefully so parts, equipment and merchandise will not fall over.

Having a safe and productive workplace is everyone's responsibility. Encourage all workers to be active in recognizing hazards and correcting them. There's too much at stake if we don't!

JANUARY 2008

MONTHLY SAFETY MEETING

MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires*	Endorsements**	DOT Physical Expires***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

* List driver's license expiration date in this column.

** Check licenses for proper endorsements and re-testing. (For example: "HazMat") List endorsements in this column.

*** List DOT physical expiration date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____ Date: _____

Mail or fax this sheet only to: Lampton-Love Inc.
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